

DEC 13 1977

Deputy Chief, Far East Division, DD/P

File

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Records 7-2

Chief, Management Staff

Possible Management Staff Contribution to your Field Installations

1. I talked to you on the phone the other day concerning the possible need of another rounded Management Staff man for probable PCS assignment within your area (a replacement for [] of my staff who finishes two years of PCS for []). The concept here is organizational and functional alignment and any other general aspects of organization, methods, and procedures. I'd be interested to know what the operating people of FE consider to be [] contribution. Perhaps such assessment would assist in the answer to the questions in this paragraph.

2. Entirely separate from the above is a possible Records Management Program contribution on a PCS basis in your field. May we deal with that question separately and here? Points of consideration are below:

3. What is meant by Records Management is best embodied in a report from one of our officers who went TDY to your area at the request of the Chief, []. His report shows what can be done, and that there is need for the doing.

4. I ask your consideration of this matter, so that if you see profit for FE in this exercise, I would like to plan on a PCS assignment of an experienced and competent Records Management officer for support within your area to assist in making life easier and less expensive than now for you out there.

5. Of course, the same question pertains to other areas, but in light of this TDY report herewith, it strikes me as sensible to go on from there so that on a continuing basis contribution for such an assignment could be better assessed and thereby make easier consideration of application elsewhere.

6. Kindly let me have your views because if you are favorable to the idea, we will need to lay on some planning and some kind of training under guidance of your Division probably.

4
11

Attachment
Report